PRV – Enrollment Recruit & Coordinate Activities of the Managed Health Advisory Committee (MHCAC)

Purpose:

The purpose of this procedure is to recruit providers for the Managed Health Care Advisory Committee (MHCAC) committee and coordinate bi-annual meetings with committee members.

Identification of Roles:

Primary Role - Provider Enrollment staff will perform this procedure.

Performance Standards:

N/A

Path of Business Procedure:

Note: The functions of the MHCAC committee have been assigned to the Medical Assistance Advisory Council (MAAC) committee.

Step 1: Solicit MediPASS providers.

a. A recruitment letter is sent to all active MediPASS providers inviting them to participate on this committee. The letter includes a questionnaire ascertaining the level of interest of the provider and their background experience. The Medicaid Management Information System (MMIS) provider file is utilized to obtain provider names and addresses.

Step 2: Call to providers who express an interest.

- a. During this call additional questions are answered regarding the committee and the call confirms their continued interest. Additional information includes:
 - 1. Frequency of meetings
 - 2. Location of meetings
 - 3. Time Commitment
 - 4. General responsibilities of the committee

Step 3: A selection committee is comprised with representation from the following units:

- a. Policy
- b. Provider Services
- c. Medical Services
- d. Member Services

Step 4: The selection committee members independently review the level of interest and qualifications

a. Each of the applicants is ranked accordingly.

Step 5: The selection committee to discuss candidates and reach consensus The consensus takes into consideration the following:

- a. Members are then selected that represent different regions of the State of Iowa
- b. Provider Specialties are considered which include General Practice, Family Practice, Pediatrics, Obstetrics/Gynecology, and Internal Medicine

Step 6: Contacts selected members and obtains agreement to become committee members.

 Outreach staff contacts selected members to obtain verbal agreement to serve on the committee.

Step 7: Letter is mailed expressing appreciation

- a. A "Thank You" letter is sent to all of the candidates expressing appreciation for their interest.
- b. The letter introduces the committee members.

Step 8: Confirmation letter is sent to the selected candidates.

Step 9: Schedules bi-annual meeting

a. Provider Services schedules bi-annual meeting dates with input from Policy staff.

Step 10: Coordinate and prepare for meeting

- a. Provider Services coordinates and prepares meeting agenda and materials to be discussed at the bi-annual meetings.
- b. Agenda and materials are sent to committee members at least thirty days in advance of the meeting date.
- Step 11: Attends and participate at the quarterly meetings.
- Step 12: Staff arrange for cookies and drinks.

Step 13: Document meeting

a. Provider Services staff documents minutes for each of the meetings.

Step 14: Forward meeting documentation to committee members.

Forms/Reports:

Managed Health Care Advisory Committee (MHCAC) Recruitment Letter Level of Interest and Experience Questionnaire Thank you letter to candidates not chosen Confirmation letter to chosen candidates

RFP References:

N/A

Interfaces:

Policy Provider Services Medical Services Member Services

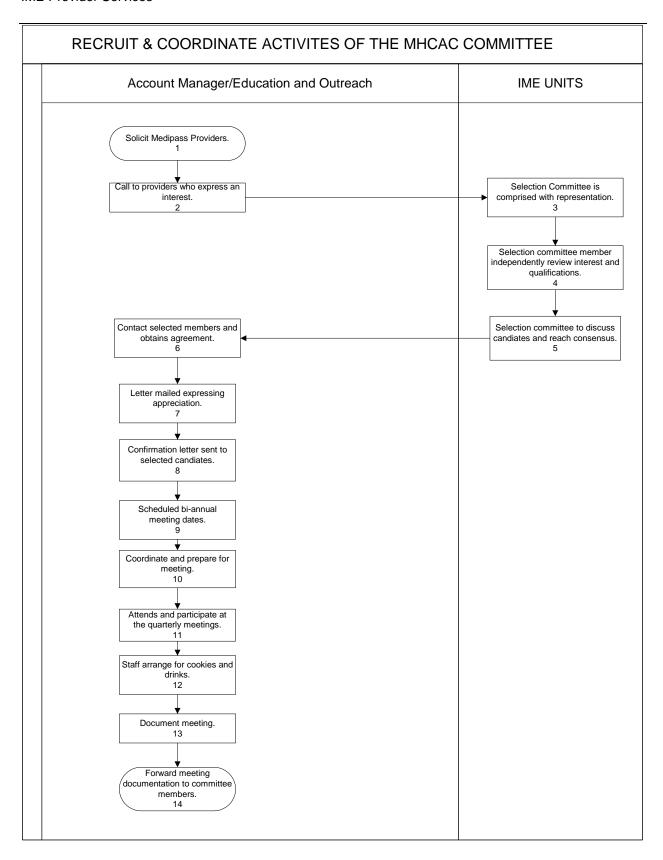
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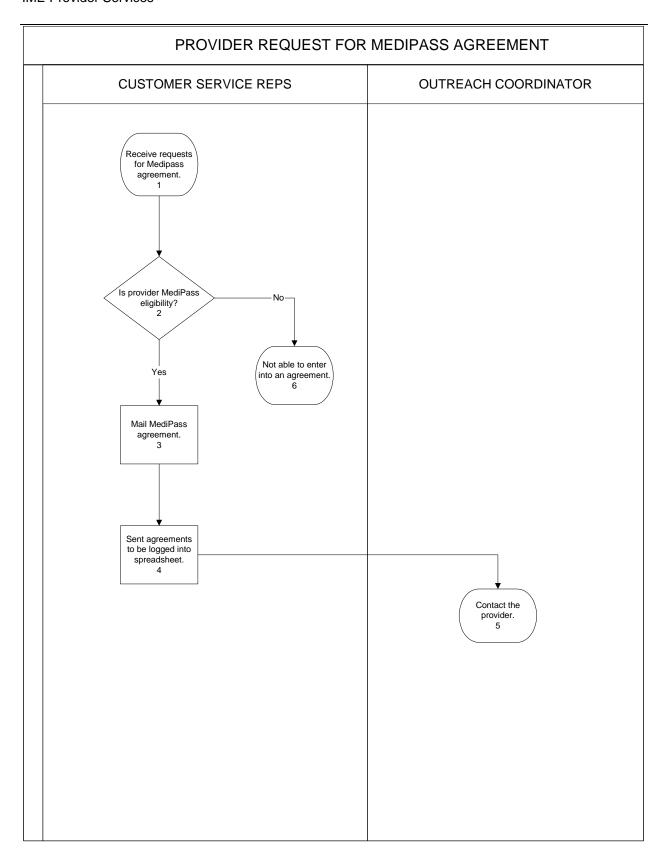
Iowa Department of Human Services Iowa Medicaid Enterprise (IME) IME Provider Services

Attachments:

Process Map



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